

**MINUTES OF THE MEETING OF THE
FINANCE & GENERAL PURPOSES
COMMITTEE
HELD IN ARDEN HALL, CASTLE
BROMWICH ON WEDNESDAY 10TH
SEPTEMBER 2014 AT 7.30PM**

Those present:

- Chairman:** Cllr A Terry
Councillors: Cllr Mrs. P Allen Cllr Mrs. A Haywood Cllr J Riordan
 Cllr M Hayes Cllr J Horne-MacDonald
Officers: Mrs. C Tibbles, Clerk to the Council/RFO
Public: None.

1. Apologies.

The apologies received from Cllr E Hicks, Cllr I Hiley and Cllr J Whelan were noted for the reasons given.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Mrs. Haywood, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings held on Wednesdays, 25th June and 9th July 2014 having been circulated, be signed as a true and correct record of the meeting.

5. Questions from the Public.

Under Standing Order 70, the Chairman prepared to adjourn standing orders to invite questions from members of the public but there were none in attendance.

6. Planning Applications.

ON THE PROPOSITION of Cllr Hayes, **SECONDED** by the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the following recommendations be submitted to the Borough Council:

Application No	Applicant	Location	Type
Recommendation to the Borough Council			
2014/1370	Tina Randall	2 Lyndon Close	Tree preservation Order
Could be approved subject to views of the Tree Officer.			
2014/1398	Mr Raymond Lea	26 Chadshunt Close	Minor Full Appl
Could be approved subject to any neighbours comments.			
2014/1531	Mr Henry	3 Neville Road	Minor Full Appl
Could be approved subject to any neighbours comments.			

ON THE PROPOSITION of Cllr Hayes, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the recommendations made by the Clerk under delegated powers on 14th August 2014 be ratified:

Application No	Applicant	Location	Type
Recommendation to the Borough Council			
2014/1153	Mr John Bolton	59 Park Hall Crescent	Minor Full Appl
Could be approved subject to any neighbours comments.			

ACTION

Admin Asst.
11/9

6.Planning Applications(continued).

ACTION

Application No	Applicant	Location	Type
Recommendation to the Borough Council			
2014/1225	Mr Amar Ifitkhar	7 Windleaves	Minor Full Appl
Could be approved subject to any neighbours comments and subject to adequate parking provision for occupiers.			
2014/1245	Mr Milan Patel	328 Bradford Road	Change of use
Should be REFUSED due to unacceptable noise disturbance to neighbours			
2014/1281	Peter & Janine Williams	Chester Road	Change of use
Could be approved subject to any neighbours comments.			
2014/1282	Peter & Janine Williams	Chester Road	Listed Building (Works)
Could be approved subject to any neighbours comments and subject to views of Conservation Officer.			

7. NALC Advice Notes and Briefings.

Following consideration of LTN35 Contracts, **ON THE PROPOSITION** of Cllr Riordan, **SECONDED** by Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** to recommend to council that a policy statement be approved that all contracts should be in writing. Cllr Hayes undertook to review L02-14 on Standing Orders in advance of the next council meeting. It was **FURTHER RESOLVED** that Approach to Internal Testing (Appendix 9) and Safeguarding Public Money (Appendix 10) of the Governance and Accountability Practitioners Guide 2014 be placed on the next Committee agenda for discussion. The Clerk would endeavour to provide additional information and advice for members to consider. Members confirmed that when Standing Orders were adopted the next task would be preparing new Financial Regulations to recommend to Council as a matter of urgency.

Council
24/9

MH
24/9

Members
15/10

Members
asap

8. Cloud Storage (IT).

Members discussed the information provided on storage/data back-up alternatives and confirmation of meeting ISO 27001 as required. Members requested additional clarification be provided for their next meeting. Following consideration, members endorsed the suggestion of the Clerk to adapt current practice pending a decision for a replacement system.

Clerk
18/9

Clerk
11/9

9. Flight Path Protection Team.

Following consideration the Clerk was asked to register the council with the protection team and forward emails and information to members as deemed appropriate.

Asst.Clerk
24/9

10. Partnership Working.

Members noted the possibility of supporting the work of the Borough Council in the parish by bringing their services closer to the people. The Clerk undertook to discuss ideas further and report back to Committee if a trial was feasible, possibly utilizing the Friends of Arden Hall scheme.

Clerk
24/9

11. Date of next meeting.

Following consideration, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Horne-MacDonald, **IT WAS UNANIMOUSLY RESOLVED** to hold two working party meetings on 8th October - Grants working party at 7 pm, Staff working party at 8 pm in the Lounge. The Finance and General Purposes Committee meeting would be held one week later on 15th October in the Windsor Room.

Clerk

12. Working Parties and Steering Group.

Cllr Riordan reported that a Grants Working Party meeting had taken place with Alan Crawford (from Sustain) on Tuesday 2nd September. Mr. Crawford had agreed to send information which would be emailed to members of the group.

Clerk
17/9

13. Residents' Concerns.

Members noted the list of concerns previously circulated. Wardens had confirmed to the

Clerk that the message from the Hob Farm keyholder had not been picked up or acted upon.

ACTION

14. Training.

The Clerk reported that she had attended an intensive VAT training course on Monday 8th September, which had been helpful and pertinent to the specialist areas of local authorities. Course material was available to members on request. No new applications had been received for training. Following some apologies from members affecting the numbers attending the Financial Training Workshop, it was **AGREED** to shorten the programme to 9.15 – 12.15 and focus on preliminary preparation of the 15-16 budget. Safeguarding and Finance/Budget training would be rescheduled to Wednesday 19th November at 7.30 pm and Standing Orders to Wednesday 21st January.

Clerk
10/14

Clerk
asap

All
Members
19/11 &
21/1/15

15. Clerk's Report.

The Clerk reported that the faulty fire alarm wiring in the council office could not be rectified by the installer due to the time lapse and therefore a cost of £695 would be levied to get the necessary certificate. A token gesture from a supplier had been offered in the summer and passed by the Clerk to a member of staff. The Clerk had noted an alternative system for management of planning applications but everyone agreed the current practice since dispensing with paper copies was working well. The bookkeeper had alerted the Clerk to two duplicate invoices from a supplier and she reported internal routines helped detect such occurrences. She had been approached about a potential donation to the council and asked members to think about practical suggestions. Castle Bromwich Library was offering free books to children if they registered for a workshop on the 13th September. The Clerk has also been invited to join a Customer Panel of stakeholders by Western Power, which she was willing to undertake in her own time for 12 months and then review. Members were happy to support this idea to assess if there was benefit for the parish.

